

Template for your Accident Prevention Program

Basic requirements for every Accident Prevention Program (APP):

Overview of the company's safety program
What to do in case of emergencies
Location of first aid kits
How to report injuries
How to report unsafe conditions
Chemicals used in the workplace
Employee safety orientations <ul style="list-style-type: none">▪ When they're first hired▪ When their jobs change
Safety meetings or safety committee

Depending on what you discovered during your "Job Hazard Analysis," your APP may also need other elements. Do your employees:

Need to wear personal protective equipment (PPE)/
Eye protection?
Hardhats?
Hearing protection?
Dust masks?
Respirators?
Footwear?
Gloves?
Use ladders?
Walk/work on surfaces over four feet in elevation?
Operate machinery?
Use powered hand tools?
Operate other equipment?
Drive automobiles or trucks on public roads?
Drive other vehicles, such as powered industrial trucks (forklifts)?
Use chemicals such as solvents, fuels, pesticides, cleaning supplies, glues?

Note: Each box will expand as information is typed into it.

See the attached Sample Accident Prevention Program to see how this template can look in practice.

[EDIT: "Sample Accident Prevention Program" can be a hyperlink]

Sample Accident Prevention Plan

Overview of the safety program for VanWert's Custom Creations:

I learned some hard lessons about safety a few years ago when a member of this company was badly injured in a fall from a ladder:

- It's an awful experience to see "one of our own" lying on the ground in a lot of pain and also very afraid of how bad the injuries might be.
- Everyone else in the company was affected by it. I think it may be why we lost some very experienced people.
- The company lost a lot of money as a result of the accident. We got behind in production and had to play "catch up," lost two orders and the customers who placed them.
- We paid thousands of dollars more in L&I insurance premiums for three years because of the claim.

To avoid going through that again, I called in some help and developed the following safety plan.

I expect that everyone who works for VanWert's Custom Creations will read, understand and follow the Plan.

I want to make sure I'm clear about it: these are not recommendations, not suggestions.

Working safely is not optional; it's a condition of employment.

No one in the company has the right to gamble with our financial health and stability.

Management's Responsibilities:

- Devote the resources necessary to eliminate any and all hazards in the workplace.
- Participate as a member of the Safety Committee, and pay everyone on the Committee for the time spent on safety work.
- Have a system for hazard reporting that makes it easy for anyone to report any unsafe conditions, equipment or actions.
- Provide training on the APP and in how to do each job safely.

Employees' Responsibilities:

- Read, understand and follow this Accident Prevention Plan.
- Report any unsafe conditions or actions to me or to a lead worker.
- Do not remove or by-pass any safety device.
- Use the Personal Protective Equipment (PPE) where required.

In case of emergencies

- In case of fire:
 - Use the nearest alarm station to alert everyone else in the plant and the office.
 - If the fire is small and there isn't much smoke, you may try to put it out with a fire extinguisher.
 - If the fire is more than you want to deal with, evacuate the building and go to the assembly point between the parking lot and the street out in front of the building. Ensure someone has called 911.
 - Do a head-count on everyone from your work area and if anyone is missing, notify the responding fire personnel immediately when they arrive. Do not go back into a dangerous situation to look for anyone!
- In case of earthquake:
 - Before an earthquake happens, look around your work area and decide where it would be the safest – under a desk or workbench -- if heavy things started falling around you. Decide ahead of time what you would use as handholds if you had to use your “safety place.”
 - Keep your “safety place” clear of boxes, equipment, etc during the workday.
 - The first person who recognizes that the shock is an earthquake will shout “Earthquake!” as loudly as they can to give everyone else more time to react.
 - Drop into your “safety place” and hang on until you’re sure the shaking has stopped.
 - Ask if anyone is injured. If they are, ensure they get help – either immediate first aid or help evacuating the building. Don’t try to evacuate anyone who is severely injured.
 - Evacuate the building and go to the assembly point. There may be aftershocks.
 - If there is an odor of gas, ensure someone turns off the gas at the meter on the West side of the building.

First aid:

- Each company vehicle will have a first aid kit under the passenger’s seat. In addition, there will a first aid station in the office, and one in the shop area. Both are in cabinets with a large red cross on the cabinet door.
- At least four people in the building will be certified in first aid and CPR. Their names will be posted at each of the first aid stations.

Injuries:

- All injuries must be treated, and all injuries must be reported.
- Any employee who sees or detects a serious injury is expected to either call 911 themselves or notify someone else to call.
- An “Accident, Incident, or Injury Report” – using a form like that shown in this Plan – will be filled out and turned into Janet. She will keep the file of reports and make sure the Safety Committee does a follow-up.

Unsafe conditions:

- Blank copies of the “Accident, Incident or Injury Report” will be kept available in the Employee Information bookcase.
- The “Accident, Incident or Injury Report” will be used to any equipment, conditions or procedures that you think might be unsafe. The rule of thumb is: if you think it could be unsafe, it probably is.
- All “near misses” must be reported. Except for the lack of injuries, these were also accidents.
- All “Accident....Reports” will be turned in to Janet. She will ensure a member of the Safety Committee does an investigation and makes a report to the Committee.

Chemicals used in the workplace:

- If you are concerned about possible health effects of any of the chemicals used in the plant – solvents, glues, cleaning compounds – you may refer to the master file of Material Safety Data Sheets, located in the Employee Information bookcase by the office entrance.

Employee safety orientations:

- Before anyone starts working at this company, they must read this Accident Prevention Plan and then take a safety orientation plant tour with me or with a lead worker.
- Employees who will drive company vehicles must have an initial “check ride” with me or a lead worker, and must have an annual re-evaluation.
- Regardless of any prior job experience they may have, no employee will begin working a new job or task before reviewing the safe work procedures and required personal protective equipment with me or a lead worker.
- Every employee will attend refresher safety training annually. Other sessions may be held if special needs arise: results of incident investigations, new equipment or processes, safety inspections show a need for training.

Safety committee:

- The Safety Committee will have one scheduled meeting each month. Other meetings may be called if urgent safety issues come up.
- Each meeting will have minutes recorded in writing. Copies of the minutes for the past two years will be available for review in the Employee Information bookcase.
- There will be at least one management representative and two employee representatives at each meeting.
- There will be three employee representatives, each serving a three year term, elected by ballots given to each employee of the company.

Personal Protective Equipment:

- Eye protection will be worn at all times while operating machinery or power tools. All eye protection – including prescription glasses – must be marked as meeting ANSI Z-87 standards.
- Ear plugs or other hearing protection must be worn while operating a power saw, the planer, or the shop vacuum.

Operating machinery and power tools:

- No fixed or portable power tool will be used unless the manufacturer-supplied safeguards are in place and fully operational.
- No power tool will be adjusted or worked on with the power still connected.
- Formal lock-out/tag-out procedures will always be followed for those machines identified as requiring them.
- Each employee is required to use their supplied personal protective equipment in those areas designated for their use.
- Each employee must inspect their personal protective equipment prior to its use.
- PPE that is worn, broken or otherwise unsuitable will be turned in for free replacement.

Job Hazard Analysis

Date of analysis: _____

People who participated: _____

[illegible]

Job Hazard Analysis

(General Example)

Date of analysis: _____

People who participated: _____

Tasks/jobs where injuries occur, or can occur	
How people get hurt	What causes them to get hurt?
Ladders tipping over	<ul style="list-style-type: none">▪ Ladder was not on a level surface▪ Ladder was on soft ground and the leg sunk in▪ The person reached out too far▪ The ladder wasn't high enough to reach up safely – the person stood up near the top of it
Lifting heavy objects	<ul style="list-style-type: none">▪ Trying to lift things that they shouldn't▪ Bending over at the waist when lifting▪ Turning (twisting) with their back while lifting
Slipping on the floor	<ul style="list-style-type: none">▪ Liquids get spilled but not cleaned up▪ Small objects are dropped on the floor and left there▪ People wear the wrong type of shoes for conditions
Using the bench grinder	<ul style="list-style-type: none">▪ Flying particles get in eyes▪ If grinder wheel breaks, large chunks fly off at high speed▪ High noise level can injure hearing